

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

**HR COMMITTEE MEMBERS PRESENT: Marsik, Frohling, Greshay, Schmidt and Duchac**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, September 5, 2017 at 9:45 a.m. in meeting rooms 1H and 1I, located on the first floor of the Administration Building.

**ALSO PRESENT: Jim Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Megan Tobian, HR Specialist; Chief Deputy Scott Smith; Ruth Otto, Information Technology Director; Karen Gibson, County Clerk; Kimberly Nass, Corporation Counsel; Patti Hilker, Treasurer; Julie Kolp; Finance Director; Rebecca Bell, Human Services and Health Director; Monica Hooper, Division Manager Fiscal Support Services; Michelle Kenning, Office Manager Clerk of Courts; Bill Ehlenbeck, Land Resources and Parks Director; Robert Barrington, Managing Attorney; Pete Thompson, Assistant Highway Commissioner; Brian Field, Highway Commissioner; John Nehls, Lead Maintenance**

**Meeting called to order by Marsik at 9:53 a.m.**

Roll call was taken. All members present.

Hinze verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Frohling. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Duchac to approve the regular session minutes of the August 22, 2017 meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion carried.

Field addressed the Committee regarding concerns of successfully recruiting and retaining employees at the Highway Department and provided a summary of resignations, turnover, and reasons for leaving. Field stated that we need to consider the suggestions from the exit interviews on what we can do to be more attractive. There was discussion regarding recruitment and retention ideas.

Hinze stated that the State has announced that on average the health insurance rates for local municipalities will increase 3.3%; however, the State has not published the 2018 health insurance premium rates yet. Hinze stated that it is unknown when the State will release the rates but anticipate the rates will be announced by the end of the week. Mielke suggested rescheduling the September 11, 2017 special meeting of the Human Resources and Negotiations Committee in an effort to allow sufficient time to analyze the rates once announced by the State.

Hinze notified the Committee that renewal rates were received from the flexible spending provider, United HealthCare, with a significant increase. Hinze stated she conducted a survey with other Counties and cities regarding Diversified Benefit Services (DBS) and Employee Benefits

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Corporation (EBC) with favorable feedback for both. Hinze provided Committee members with fee structures and details of each provider with a recommendation to utilize EBC.

Motion by Duchac to utilize Employee Benefits Corporation as the flexible spending provider for Dodge County effective January 1, 2018. Second by Frohling. Motion carried.

Hinze presented the request to remove the trial period and officially continue compensatory time for office staff at the Highway Department.

Motion by Frohling to remove the trial period and officially continue compensatory time for office staff at the Highway Department. Second by Greshay. Motion carried.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Account Clerk II	Human Services
One (1) Aging and Disabilities Resources Specialist I II III	Human Services
One (1) Counselor I II III – Case Manager Mental Health	Human Services
One (1) Home and Financial Advisor I	Human Services
One (1) Custodian II	Physical Facilities

Motion by Schmidt to approve the Personnel Requisitions. Second by Greshay. Motion carried.

Mindemann explained that an employee of the Clerk of Courts requested an extension of an unpaid Medical Leave of Absence from 08/31/17-10/10/2017. Mindemann explained there is sufficient medical documentation.

Motion by Greshay to approve the leave of absence as presented and by doing so does not establish a practice or precedent. Second by Frohling. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL – None. NEW HIRE – None. LIMITED TERM/SEASONAL NEW HIRE – None. LIMITED TERM/SEASONAL RE-HIRE – None. RECLASSIFICATION – William J. Ehlenbeck, LR&P Director, LR&P, \$41.91, DC14, ST05, 08/16/2017. STEP INCREASE – Julie K. Wilhelm, Assistant Corporation Counsel, Corporation Counsel, \$34.25, DC11, ST05, 08/03/2017; Brian D. Benson, County Patrolman East, Highway, \$20.39, DC04, ST08B, 10/07/2017; Jonathan A. Bethke, Sign Shop Helper, Highway, \$15.46, DC03, ST02, 10/04/2017; David N. Callies, Utility II / Truck Driver East, Highway, \$23.31, DC04, ST14B, 10/22/2017; Michael J. Chapman, State Patrolman East, Highway, \$23.06, DC04, ST14A, 10/15/2017; Lori M. Fett, Office Manager, Highway, \$32.49, DC11, ST03, 10/12/2017; Chad R. Hoinacki, Utility II / Truck Driver West, Highway, \$18.94, DC04, ST05, 10/26/2017; Jay A. Marquardt, County Patrolman West, Highway, \$23.31, DC04, ST14B, 10/08/2017; Matthew N. Nummerdor, Equipment Operator West, Highway, \$20.04, DC05, ST03, 10/26/2017; Bruce E. Von Rueden, County Patrolman West, Highway, \$23.31, DC04, ST14B, 10/12/2017; Matthew W. Yuenger, Foreman West, Highway, \$24.85, DC07, ST04, 09/01/2017; Kimberly A. Kunz, HSS Community Support, Human Services, \$32.06, DC10, ST05, 08/04/2017; Judith M. Wiese, Dementia Care Specialist II, Human Services, \$24.85, DC07, ST04, 10/20/2017; Carol A. Leissring, Administrative Secretary III, Medical Examiner, \$17.22, DC03, ST07A, 06/29/2017; David A. Gabel, Correctional Officer, Sheriff, \$26.00, DC05, ST14B, 11/01/2017; Brenda K. Wenzel, Deputy Treasurer, Treasurer, \$16.75, DC03, ST05, 09/20/2017.

The Committee reviewed the Orientation Period Reports as presented.

**Committee Member Report:** None

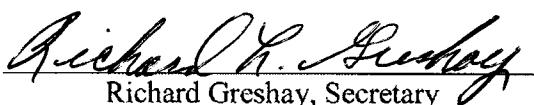

**HR Director's Report:**

- a) Summary of Employee Resignations/Retirements: Hinze presented a summary of recent employee resignations.
- b) Hinze notified the Committee that the Fair Labor Standards Act overtime exemption and increase of the salary threshold has been officially overturned.

Future Agenda Items: Health Insurance.

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **Tuesday, September 19, 2017 at 9:00 a.m.** and **Tuesday, October 3, 2017 at 9:00 a.m.** which will be held in room 4C of the Administrative Building and a special meeting on **Tuesday, September 12, 2017 at 10:00 a.m. or after the Finance Committee meeting** which will be held in rooms 1H and 1I of the Administration Building.

Meeting adjourned by order of the Chairperson at 10:43 a.m.

	
Richard Greshay, Secretary	Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.